



Record time in your timesheet. Submit line status as required and at the end of the time period post your timesheet for approval.

Status: Approved (Final), Total: 37.5h, Period: 19/12/2020 12:00 AM - 25/12/2020 11:59 PM

My Timesheet

		Task Name/Description	Project Name	Time Type	Sat 19/12	Sun 20/12	Mon 21/12	Tue 22/12	Wed 23/12	Thu 24/12	Fri 25/12	
	<input type="checkbox"/>	SM - Change Management	TS209434 - Servi	Actual								
	<input type="checkbox"/>	SM - Disaster Recovery	TS209434 - Servi	Actual								
	<input type="checkbox"/>	SM - Incident Management	TS209434 - Servi	Actual								
	<input type="checkbox"/>	SM - Problem Management	TS209434 - Servi	Actual								
	<input type="checkbox"/>	SM - Service Request Fulfillment	TS209434 - Servi	Actual								
	<input type="checkbox"/>	SM - System Admin	TS209434 - Servi	Actual			3h	2h	3.5h	4h		
	<input type="checkbox"/>	SM - Tool Maintenance	TS209434 - Servi	Actual			4.5h	5.5h	4h	3.5h		
	<input type="checkbox"/>	Community Volunteer Day GA018000.042	Administrative	Actual								
	<input type="checkbox"/>	Covid - 19 Tracking GA018000.043	Administrative	Actual								
	<input type="checkbox"/>	Education & Training GA018000.005	Administrative	Actual								
	<input type="checkbox"/>	General Admin GA018000.001	Administrative	Actual								
	<input type="checkbox"/>	Non-Tech BAU GA018000.038	Administrative	Actual								
	<input type="checkbox"/>	Part Time / Contractor Off Hours GA018000.000	Administrative	Actual								
	<input type="checkbox"/>	Sick Time GA018000.002	Administrative	Actual								
	<input type="checkbox"/>	Statutory Holiday GA018000.009	Administrative	Actual							7.5h	
	<input type="checkbox"/>	Technology Consult with Leader GA018014.001	Administrative	Actual								
	<input type="checkbox"/>	Technology Team Meeting GA018014.002	Administrative	Actual								
	<input type="checkbox"/>	Vacation GA018000.011	Administrative	Actual								
		Total work		Actual			7.5h	7.5h	7.5h	7.5h	7.5h	